

**INFORMATION MEMORANDUM**

**SUA-11-IM-03**

**April 06, 2011**

**TO:** Area Agency Directors

**SUBJECT:** AAA Annual Plan Reporting for Health Promotion/Disease Prevention and Health Education Service Narratives

**CONTENT:** Because the unit of service for Health Promotion/Disease Prevention and Health Education has changed from session to contact, baseline information has not been established and the comparison of past performance is not relevant. Therefore on the Service Narratives for Health Promotion/Disease Prevention and Health Education, you are only required to estimate the units you are projecting you will serve for FY 12. In the description section, do include justification for why only projected units have been reported.

Should you have any questions, please don't hesitate to contact me.

Sincerely,

*Tammie Scholz*

Tammie Scholz, Interim Manager  
State Unit on Aging  
Division of Medicaid & Long-Term Care  
Department of Health & Human Services